

TENDER

COMPREHENSIVE MAINTENANCE OF PASSENGER LIFT FOR A PERIOD OF TWELVE (12) MONTHS IN THE BOTHA SIGCUA BUILDING PARKADE.

ORT5-21/22-0078 ORR

NAME OF COMPANY:

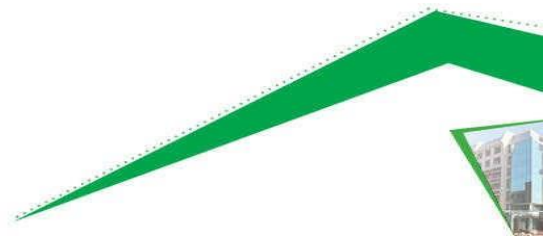
CSD Nr:

CRS Nr (CIDB):

CLOSING DATE: 22 February 2022

TIME: 11H00am

Department of Public Works&Infrastructure
KD Matanzima Building
Corner Owen and Victoria Street
Mthatha
5099



T1.1 Tender Notice and Invitation to Tender

The Eastern Cape Department of Public Works and Infrastructure invites contractors with a CIDB Grading of **1SI or higher** in the following Class of works (**SI**) to tender for **TENDER DOCUMENT FOR THE COMPREHENSIVE MAINTENANCE OF PASSENGER LIFT FOR A PERIOD OF TWELVE (12) MONTHS IN THE BOTHA SIGCUA BUILDING PARKADE..** The contract will be based on the GCC 2015 version and Eastern Cape Department of Public Works and Infrastructure will enter into a contract with the successful tenderer.

Only tenderers with CIDB Grading of **1SI or higher** who have suitable experience and suitably qualified personnel in providing similar services of those that are required and eligible to submit tenders.

The Tender document will be available on the **08th of February 2022**. Tender documents will be available and downloadable from the Eastern Cape department of public works and infrastructure website (www.ecdpw.gov.za/tenders)

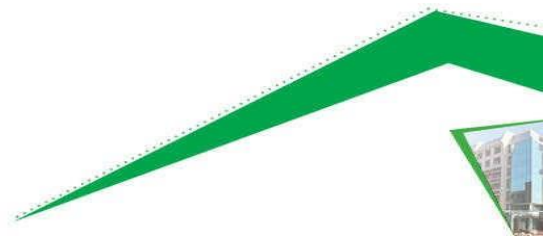
Queries relating to the issue of these documents may be addressed in writing to email: Nomthandazo.Hlophe@ecdpw.gov.za. **Technical enquiries:** may be addressed in writing to luvuyo.ntitsolo@ecdpw.gov.za.

There will be no site briefing.

The closing time for receipt of tenders as per the ECDPW & I is **11:00am** on the **22nd of February 2022**. Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted. Bids must be submitted in sealed envelopes clearly marked "**ORT5-21/22-0078 ORR: "TENDER DOCUMENT FOR THE COMPREHENSIVE MAINTENANCE OF PASSENGER LIFT FOR A PERIOD OF TWELVE (12) MONTHS IN THE BOTHA SIGCUA BUILDING PARKADE."**" must be deposited in the bid box, **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, K.DMATANZIMA BUILDING MTHATHA**

It is the responsibility of the tenderer/s to ensure that bid documents /proposals are submitted on or before closing time and the correct location as the department will not take responsibility of wrong delivery. Tenderers using courier services for delivery of their bid documents must ensure the delivery is at the correct place / location and time as the department will not be held responsible for wrong delivery. Tenderers using courier services for delivery of their bid documents must ensure the delivery is at the correct place / location and time as the department will not be held responsible for wrong delivery. Not delivered to Departmental officials. The Department will not accept responsibility if bids received by officials are not timely deposited in the Bid Box.

Tenders may only be submitted on the tender documentation that is issued. Tenderers must be registered on the National Treasury Central Supplier Data Base and proof of registration must be submitted with the proposal (<https://secure.csd.gov.za>). Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.



B. BID EVALUATION:

Method 3: Two (2) stage procurement procedure shall be applied:

Phase One: Administrative compliance.

Phase Two: Bidders passing all stages above will thereafter be evaluated on PPPFA

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS
WILL BE AWARDED AS FOLLOWS:**

Maximum points on price	-	80 points
Maximum points for B-BBEE	-	20 points
Maximum points	-	100 points

C. BID SPECIFICATIONS, CONDITIONS AND RULES

The minimum specifications, other bid conditions and rules are detailed in the bid document under Tender Data.

The specifications, rules, special conditions of bid, evaluation criteria, and rules for evaluation for compliance to local content and other bid conditions are detailed in the document.

Tender validity period is **120 days**.

D. TENDER SUBMISSIONS:

Bids must be submitted in sealed envelopes clearly marked “**ORT5-21/22-0078 ORR: “TENDER DOCUMENT FOR THE COMPREHENSIVE MAINTENANCE OF PASSENGER LIFT FOR A PERIOD OF TWELVE (12) MONTHS IN THE BOTHA SIGCUA BUILDING PARKADE.”**”, must be deposited in the bid box, **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, K.D MATANZIMA BUILDING, MTHATHA.**

E. ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:

- **SCM RELATED ENQUIRIES**

Mrs. N. Hlophe

Tel No: 047 505 2750

Email Address: Nomthandazo.Hlophe@ecdpw.gov.za

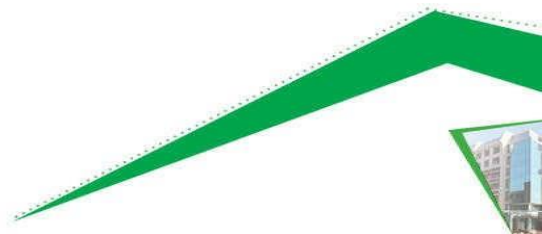
- **TECHNICAL ENQUIRIES**

Mr. Luvuyo Ntitsolo

Tel No: 066 488 1110

Email Address: luvuyo.ntitsolo@ecdpw.gov.za

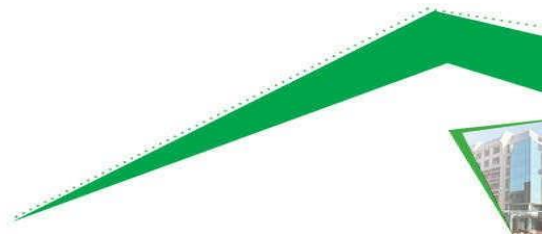
**FOR COMPLAINTS, FRAUD, & TENDER
ABUSE: Call: 0800 701 701**



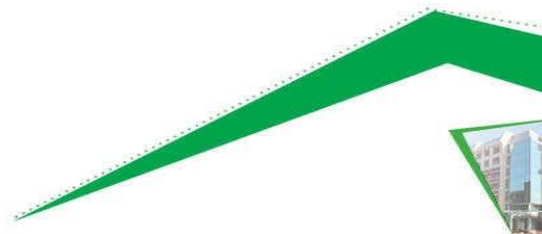
T1.2 Tender Data

The conditions of tender are the latest edition of SANS 10845-3, *Standard conditions of tender*. SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3 and as contained in **Annexure F of Standard for Uniformity in Construction Procurement (Board Notice 136 Government Gazette No 38960 of 10 July 2015)**, Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

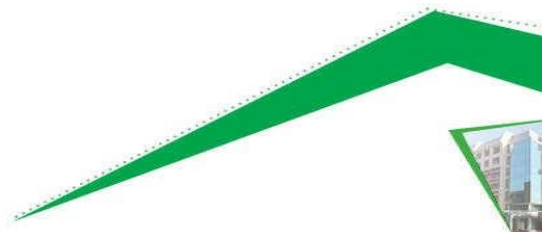
Clause number	Tender Data
3.1	The Employer is Department of Public Works and Infrastructure
3.2	The tender documents issued by the employer comprise the following documents: THE TENDER Part T1: Tendering procedures T1.1 - Tender notice and invitation to tender T1.2 - Tender data Part T2: Returnable documents T2.1 - List of returnable documents T2.2 - Returnable schedules THE CONTRACT Part C1: Agreements and Contract data C1.1 - Form of offer and acceptance C1.2 - Contract data Part C2: Pricing data C2.1 - Pricing assumptions C2.2 - Bill of Quantities Part C3: Scope of work C3 - Scope of work
3.3	The tender documents issued by the employer comprise the documents listed on the contents page
3.4	The employer's agent is: Name: Mr. Luvuyo Ntitsolo Department of Public Works and Infrastructure KD Building, Department of Public Works and Infrastructure Mthatha Tel: 066 488 1110 E-mail: luvuyo.ntitsolo@ecdpw.gov.za
3.5	The language for communications is English
3.6	The competitive negotiation procedure shall be applied.
3.7	Method 3: Two (2) stage procurement procedure shall be applied.
4	Tender's obligations
4.1	The following tenderers who are registered with the CIDB, or are capable of being so registered prior to the evaluation of submissions, are eligible to have their tenders evaluated: a) contractors who have a contractor grading designation equal to or greater than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) of 25(7A) of the Construction Industry Development Regulations, for a CIDB Grade 1SI or higher of construction work; and b) Contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading designation CIDB Grade 1SI or higher.



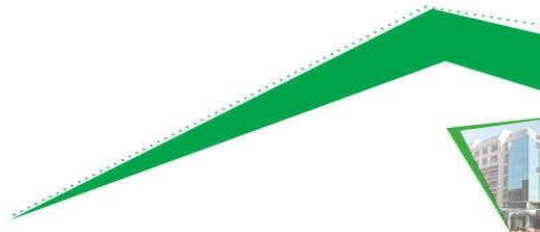
4.2	The employer will compensate the tender as follows as per the conditions of the Form of Contract signed or SLA . The employer will not compensate the tenderer for any costs incurred in attending interviews or making any submissions in the office of the employer.
4.3	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
4.4	Confidentiality and copyright of documents Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.
4.5	Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference.
4.6	Acknowledge receipt of addenda to the tender documents, which the employer may issue, and, if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.
4.7	The arrangements for a non-compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.
4.8	Tenderers are required to state the rates and currencies in Rands. Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes which the law requires to be paid [except value added tax (VAT)], and other levies payable by the successful tenderer, that are applicable before the closing time stated in the tender data. Show the VAT payable by the employer separately as an addition to the tendered total of the prices. Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data. State the rates and prices in monetary value of the contract unless otherwise instructed in the tender data.
4.9	Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations. Do not make erasures using masking fluid.
4.10	No alternative tender offers will be considered
4.10.1	Parts of each tender offer communicated on paper shall be submitted as an original. Submit a) the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with a translation of any documentation in a language other than the language of communication established in 3.4, and b) The parts communicated electronically by the employer or its agents on paper format with the tender.
4.11	Sign the original and all copies of the tender offer where required in terms of the tender data. State in the case of a joint venture which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer. NOTE The employer holds all authorized signatories liable on behalf of the tenderer.



4.12	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: Location of tender box: DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, KDMATANZIMA BUILDING, GROUND FLOOR, MTHATHA. Physical address: PRIVATE BAG X 5009, MTHATHA, 5099 Identification details: "ORT5-21/22-0078 ORR: "TENDER DOCUMENT FOR THE COMPREHENSIVE MAINTENANCE OF PASSENGER LIFT FOR A PERIOD OF TWELVE (12) MONTHS IN THE BOTHA SIGCUA BUILDING PARKADE."
4.13	The tenderer is required to submit with his tender the following certificates: 1) A copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order the South African Revenue Services. <i>In the case of a Joint Venture/Consortium/Sub-contractors each party must submit a separate CSD report showing, amongst other things, that tax matters of the service provider are in order the South African Revenue Services.</i> 2) CIDB Grading certificate or CRS number.
4.14	A two-envelope procedure will not be required.
4.15	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted. The tenderer accepts that the employer does not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.
4.16	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of the standard conditions of tender in this part of SANS 10845 apply equally to the extended deadline.
4.17	The tender offer validity period is 120 days . Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data. If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period, with or without any conditions attached to such extension. Extend the period of the tender security, if any, to cover any agreed extension requested by the employer.
4.18	Placing of contractors under restrictions / withdrawal of tenders If any tenderer who has submitted a tender offer or a contractor who has concluded a contract has, as relevant: withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions; after having been notified of the acceptance of his tender, failed or refused to commence the contract; had their contract terminated for reasons within their control without reasonable cause; offered, promised or given a bribe in relation to the obtaining or the execution of such contract; acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards the Provincial Government; or, made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of the Provincial Government that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements, such tenderer/s may be placed under restriction from tendering with the state. Procedures are outlined in the EC SCM Policy for Infrastructure procurement and Delivery Management and also on CIDB Inform Practice Note #30 . Excerpts of the policy can be availed on request of any interested tenderer.
4.19	Access shall be provided for the following inspections, tests, and analysis:
4.20	the preferred tenderer will be required to submit an approved insurer undertaking to provide the Performance Bond / Guarantee / Surety / Security to the format and/or standard as per DPW&I policy
5	Employer's undertakings



5.1	The Employer will respond to requests for clarification received up to ONE (1) working day before the tender closing time. If, as a result of the issuing of addenda, it is necessary to extend the closing time stated in the tender data, grant such extension and notify all respondents accordingly.												
5.2	The employer shall issue addenda until One (1) working day before tender closing time.												
5.3	Tenders will be opened immediately after the closing time for tenders at 11:00 am hours .												
5.4	Do not disclose to tenderers, or to any person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price, and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.												
5.5	Determine, after opening and before detailed evaluation, whether each tender offer that was properly received, a) complies with the requirements of the standard conditions of tender in this part of SANS 10845, b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender documents. A responsive tender is one that conforms to all the terms, conditions, and scope of work of the tender documents, without material deviation or qualification. A material deviation or qualification is one which, in the employer's opinion, would: d) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the scope of work, e) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or f) affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified. Reject a non-responsive tender offer, and do not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.												
5.6	Arithmetical errors, omission and discrepancies Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern. For Vat related discrepancies, National and Provincial Treasury prescripts in relation to VAT procedures apply.												
5.6.1	The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule. Table F.1: Formulae for calculating the value of A <table><tr><th>Formula</th><th>Comparison aimed at achieving</th><th>Option 1^a</th><th>Option 2^a</th></tr><tr><td>1</td><td>Highest price or discount</td><td>$A = \left(1 + \frac{(P - P_m)}{P_m} \right)$</td><td>$A = P / P_m$</td></tr><tr><td>2</td><td>Lowest price or percentage commission / fee</td><td>$A = \left(1 - \frac{(P - P_m)}{P_m} \right)$</td><td>$A = P_m / P$</td></tr></table> ^a P_m is the comparative offer of the most favourable comparative offer. P is the comparative offer of the tender offer under consideration.	Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a	1	Highest price or discount	$A = \left(1 + \frac{(P - P_m)}{P_m} \right)$	$A = P / P_m$	2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{(P - P_m)}{P_m} \right)$	$A = P_m / P$
Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a										
1	Highest price or discount	$A = \left(1 + \frac{(P - P_m)}{P_m} \right)$	$A = P / P_m$										
2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{(P - P_m)}{P_m} \right)$	$A = P_m / P$										
5.6.2	The procedure for the evaluation of responsive tenders is Method 3: Compliance, Price and Preference: Phase 1: Administrative requirements and Mandatory requirements Phase 2: Price and preference (80/20 system) <u>BID CONDITIONS:</u> <u>1. PHASE ONE: RESPONSIVENESS TO THE BID REQUIREMENTS AND RULES</u> FAILURE TO COMPLY WITH THE FOLLOWING MANDATORY CONDITIONS THE BIDDER WILL BE ELIMINATED. A. BIDDERS' PROPOSALS MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS AND SUPPORTING DOCUMENTS MUST BE SUBMITTED WITH THE COMPLETED BID DOCUMENT IN A SEALED ENVELOPE IN THE BID BOX AT THE CLOSING DATE AND TIME: 1. Bid Document must be submitted in its original format, incomplete documents will not be accepted. 2. Bids which are late will be sent back to the sender without being evaluated.												



3. Bidder must be registered with CIDB in the correct grading and class of works as per the tender notice and requirements and the status on CIDB must be active during award stage. It is the responsibility of the bidder to keep the status on CIDB active throughout bidding process.
4. Form of offer and Acceptance must be duly completed. **N.B** Where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall govern).
5. **Returnable Schedule: SBD1**-Invitation to bid: PART A should be completed, and signed PART B must be duly completed.
N. B (It is compulsory to complete the following: Signature of Bidder, Capacity under which this bid is signed and the date).
6. **SBD 4**- Declaration of Interest must be duly completed.
A) All question from 2.7 up to 2.11 must be adequately answered, Paragraph 3 and paragraph 4 must adequately complete).
B) In the event that a director or one of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract, such interest must be disclosed on question 2.11 (This information will be verified by evaluation committee through CSD).
7. **SBD 8**- Declaration of Bidder's past Supply Chain Management Practices must be duly completed.
8. **SBD 9**- Certificate of Independent Bid Determination must be duly completed.
9. Resolution to Sign- Annexure C must be duly completed (where applicable), If the document is signed by one of the directors, the resolution to sign is not required to be completed.
10. Only one offer per item per bidder is allowed and alternative offers will not be considered. Bidders are also not allowed to submit a bid/ quotation whilst they are inagreements with other bidders in the form of joint ventures or consortiums.
11. If a bidder is a VAT vendor/registered, the bidder is required to explicitly state the VAT amount.
12. VAT vendors must include VAT at 15% in their bid offer(s)
13. The bidder must be registered with CIDB in a contractor grading designation 1SI or higher

N. B ALL THE ABOVE BID CONDITIONS ARE MANDATORY

B. OTHER CONDITIONS OF BID/ NON-ELIMINATING:

1. DPW&I Policy applies
2. The contract will be done through signing of an award letter or issuing of an official order.
3. If the offer (any of the items quoted for) is "Vat Inclusive", the VAT registration number of service provider must be indicated. Bidders are not entitled to claim the VAT if they are not VAT registered.
4. The bidder must be registered on the Central Supplier Database (CSD) prior the award
5. All bidders' tax matters must be in order prior award. Bidders' tax matters will be verified through CSD.
6. Failure to complete SBD 6.1, will automatically results in the non-awarding of points for B-BBEE. (It is compulsory to complete paragraph 6,7 and signature of the bidder, failure to do that will automatically results in the non – awarding of points for B-BBEE. (SBD 6.1 must be dully completed)
7. This tender will be awarded as a whole. All trades listed in the Bills of Quantities or Pricing schedule must be priced for (except provisional sums and allowances), failure to do so will result increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
8. The bidder must also list all projects where there are pending litigations or litigations have been concluded. The form for this is also attached after Annexure.
9. Should the bidder intend to sub-contract more than 25%, it is compulsory to submit a valid B-BBEE certificates or a valid original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths (for EMEs/QSEs) for all proposed sub-contractors. Failure will automatically result in no points awarded for B-BBEE, irrespective if the main bidder submitted an original or certified copy of his/her own B-BBEE certificate
10. The Department will contract with the successful bidder by signing a formal contract.
11. This tender will be awarded as a whole. All trades listed in the Bills of Quantities or Pricing schedule must be priced for (except provisional sums and allowances which also need to be added to the total), failure to do so will increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
12. Wherever a brand name is specified in this document (i.e., specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.
A valid original or certified copy of a B-BBEE Certificate must be submitted with the bid OR a valid original or certified copy of a Sworn Affidavit attested by a commissioner of Oaths prepared and issued in terms of the amended B-BBEE Construction Sector Codes (CSC000) must be submitted in order to qualify for preference points for B-BBEE. In case of a joint venture or consortium a valid original or certified copy of B-BBEE Certificate must submit a consolidated B-BBEE certificate. In case of EMEs/QSEs (joint venture) submitting separate Sworn Affidavit, the EME or QSE with the lowest B-



BBEE contributor will be used for purposes of calculating points. Bidders are encouraged to either consolidate their B-BBEE point calculations or form joint ventures with partners which have the same level of B-BBEE contributor or higher. Failure to comply, will automatically results in the non-awarding of points for B-BBEE. **(Particulars of the deponent on paragraph one (1) i.e., Name, Surname, identity number and enterprise name, financial year end, Deponent signature and date, details of Commissioner of Oaths including signature, stamp and date must be completed and signed failure to do will automatically result in awarding Zero (0) points for B-BBEE)**

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2. PHASE TWO: EVALUATION POINTS ON PRICE AND B-BBEE REGULATIONS OF 2017

The **80/20 preference point system** shall be applied for the purposes of this bid as per the requirements of the *Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)* and B-BBEE/ PPPFA Regulations of 2017

Criteria	Points
POINTS ON PRICE	80
B-BBEE	20
TOTAL	100

The 80/20 preference point system for acquisition of services, works or goods up to Rand value of R50 million:

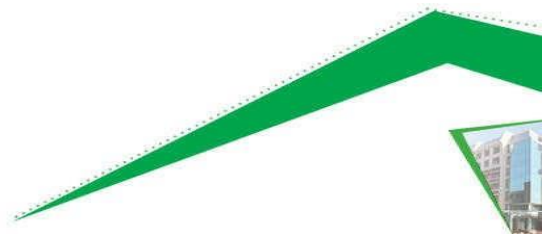
(a) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value equal to, or above R 30 000 and up to Rand value of R 50 000 000 (all applicable taxes included):

The financial offer will be scored using the following formula:

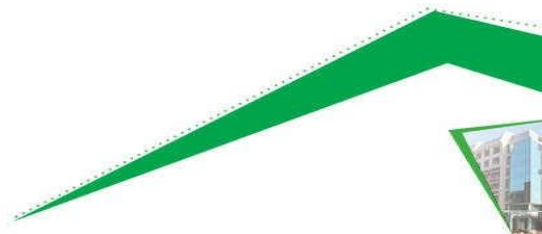
$$A = (1 - \frac{P - P_m}{P_m})$$

P_m

- 1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R50 000 000 or
- 2) 80 where the financial value inclusive of VAT of one or more responsive tender offers have a value that equals or is less than R 50 000 000.

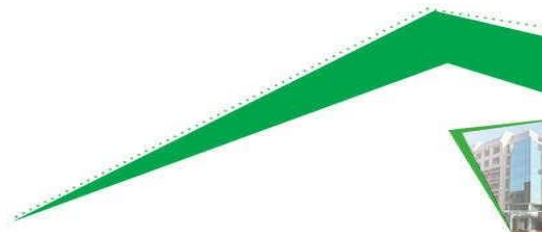


5.6.3	The procedure for the evaluation of responsive tenders is Method 3 (Administration compliance, and price and preference).
5.6.4	a) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see https://secure.csd.gov.za/) unless it is a foreign supplier with no local registered entity. b) The tenderer is in good standing with SARS according to the Central Supplier Database. Bidders must submit a CSD no. or tax status compliance pin. c) the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation. d) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. e) the tenderer has not: - abused the Employer's Supply Chain Management System; or - failed to perform on any previous contract and has been given a written notice to this effect. f) Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically will not be accepted.
	g) The employer is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely. h) The tender has offered a market related offer. If the offer is believed not to be market related, the department through its Supply Chain Management bid committees will attempt to negotiate the offer with identified bidder/s to a reasonable amount. Bidders are not allowed to increase their tender offers during this process. A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid. i) Prospective bidders must register on CSD prior submitting bids (open tenders). Any prospective bidder found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred bidder/s will be afforded an opportunity to rectify their tax affairs within 7 working days. A bidder that fails to rectify its tax matters with SARS will be eliminated. k) NOTE: The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in bidder's tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer. l) The department reserves the right not to award the bid to the most favorable tenderer, if any of the situations occur: if it is not assisting in the advancement of designated groups; risk profile of the favorable firm is too high; the bidder has been awarded a considerable number of projects by the department or provincial government; has performed unsatisfactorily in the past, etc.
5.7	The number of paper copies of the signed contract to be provided by the employer is 1.
5.8	The additional conditions of tender are: Wherever a brand name is specified in this document (i.e., specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.
T.2.1	A. List of returnable documents: - SBD 1,4,6.1, 6.2, 8 and 9 - Form of offer and acceptance - Final summary of Bills of quantities or a complete pricing schedule - Annexures - Incomplete is not wanted in the bid document
1	Documentation to demonstrate eligibility to have tenders evaluated i.e., List all documentation to demonstrate eligibility to have a submission evaluated. Appropriate CIDB grading suitable for the works (as stated in 4.1).

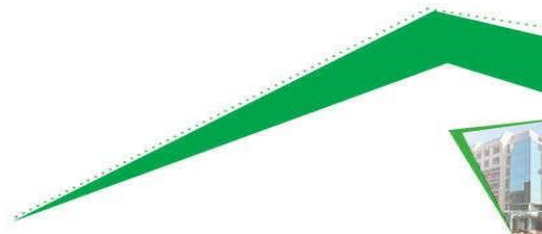


2	Other documents required for tender evaluation purposes. The tenderer must provide the following returnable documents: A valid original or certified copy of a valid B-BBEE Verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (see www.sanas.co.za/directory/bbee_default.php) if preference points are claimed in respect of Broad-Based Black Economic Empowerment. A tenderer which is an EME or QSE can submit a duly signed valid original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths and attested by a Commissioner of Oaths Sworn Affidavit form. For an entity tendering as a joint venture, a valid consolidated B-B-BBEE Certificate meeting same
---	--

	Requirements must be submitted with the bid. Failure to do so zero points will be allocated for B-BBEE status level. A CSD Report for a contractor with valid and correct information.
3	Returnable Schedules that will be used for tender evaluation purposes and be incorporated into the contract. The tenderer must complete the following returnable documents: A duly completed form of Offer and Acceptance (and any revision of prices if there are any).
4	Only authorized signatories may sign the original and all copies of the tender offer where required. In the case of a ONE-PERSON CONCERN submitting a tender, this shall be clearly stated. In the case of a COMPANY submitting a tender, include a copy of a <u>resolution by its board of directors</u> authorizing a director or other official of the company to sign the documents on behalf of the company. In the case of a CLOSE CORPORATION submitting a tender, include a copy of a <u>resolution by its members</u> authorizing a member or other official of the corporation to sign the documents on each member's behalf. In the case of a PARTNERSHIP submitting a tender, <u>all the partners</u> shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case <u>proof of such authorization</u> shall be included in the Tender. <u>Except that failure to submit proof of authorization to sign the tender shall result in the tender offer being regarded as non-responsive.</u>
5	Information and data to be completed in all respects. Tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as nonresponsive.
6	Canvassing and obtaining of additional information by tenderers The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon. The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.



7	Prohibitions on awards to persons in service of the state The Employer is prohibited to award a tender to a person - - who is in the service of the state; or - if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or - A person who is an advisor or consultant contracted with the Department or municipal entity. In the service of the state means to be - - a member of:- - a any municipal council; - any provincial legislature; or - the National Assembly or the National Council of Provinces; - a member of the board of directors of any municipal entity; - an official of any Department or municipal entity; - an employee of any national or provincial department; - provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); - a member of the accounting authority of any national or provincial public entity; or
	An employee of Parliament or a provincial legislature. In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.
8	Awards to close family members of persons in the service of the state Accept that the notes to the Employer's annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state (defined in clause 8 above), or has been in the service of the state in the previous twelve months, including - - the name of that person; - the capacity in which that person is in the service of the state; and - The amount of the award. In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.
9	Respond to requests from the tenderer The employer will respond to requests for clarification up to 1 (one) working day before the tender closing time.
10	Opening of tender submissions Tenders will be opened immediately after the closing time for tenders
11	Scoring quality / functionality



12	Cancellation and re-invitation of tenders An organ of state may, prior to the award of the tender, cancel the tender if- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or (b) funds are no longer available to cover the total envisaged expenditure; or (c) No acceptable tenders are received. (d) Tender validity period has expired. (e) Gross irregularities in the tender processes and/or tender documents. (f) No market related offer received (after attempts of negotiation processes) Where applicable, the decision to cancel the tender will be published in the CIDB website and in the Tender Bulletin or the media in which the original tender invitation as advertised.
13	Dispute resolution mechanism will be done through the Adjudication route.
14	The department must when acting against the tenderer or person awarded the contract on a fraudulent basis, consider the provisions of Regulation 14: The remedies provided for in Preferential Procurement Regulations 2017 do not prevent an institution from instituting remedies arising from any other prescripts or contract.
15	Where the employer terminates the contract due to default of the contractor in whole or in part, the employer may decide to: a) Refer the breach in contract to the CIDB for investigation as a breach of the CIDB Code of Conduct in terms of the CIDB Regulations; or b) may impose a restriction penalty on the contractor in terms of Section 14 of the Preferential Procurement Regulations. The outcomes of such investigations in terms of both the CIDB Regulations and the Preferential Procurement Regulations may prohibit the contractor from doing business with the public sector for a period not exceeding 10 years.

T2.1 List of Returnable Documents

The tenderer must complete the following returnable documents:

1 Returnable **Schedules required for quotation evaluation purposes**

- Record of addenda issued (Only if addenda is issued)

2 Other **documents required for quotation evaluation purposes**

- Form of Offer and Acceptance
- Certified copy of B-BBEE Status Level Verification certificate OR a valid original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths (**Annexure B**)
- Final Summary (Bills of Quantities)

3 Returnable **Schedules that will be incorporated into the contract**

- SBD 1, 4, 6.1, 6.2, 8 and 9
- Annexures
- Form of Offer and Acceptance
- **Cession agreement with financier or supplier of material (where applicable) or intent to enter into a cession after award.**



PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE					
BID NUMBER:	ORT5-21/22-0078 ORR		CLOSING DATE:	22 February 2022	CLOSING TIME: 11H00 am
DESCRIPTION:	COMPREHENSIVE MAINTENANCE OF PASSENGER LIFT FOR A PERIOD OF TWELVE (12) MONTHS IN THE BOTHA SIGCUA BUILDING PARKADE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE K.D BUILDING					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	NOMTHANDAZO HLOPHE		CONTACT PERSON	Luvuyo Ntitsolo	
TELEPHONE NUMBER	047 505 2750		TELEPHONE NUMBER	066 488 1110	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N / A	
E-MAIL ADDRESS	Nomthandazo.Hlophe@ecdpc.gov.za		E-MAIL ADDRESS	luyuyo.ntitsolo@ecdpc.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	☐ TICK APPLICABLE BOX ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ [TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
a) ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		b) ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, COMPLETE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

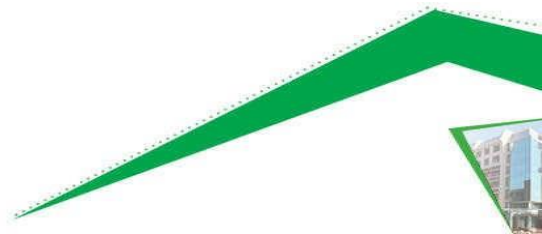
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.



PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g., company resolution)

DATE:

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal, or written price quotation). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

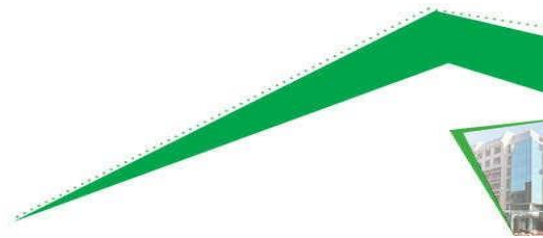
- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder YES / NO
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:



.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO / N/A

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO / N/A

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

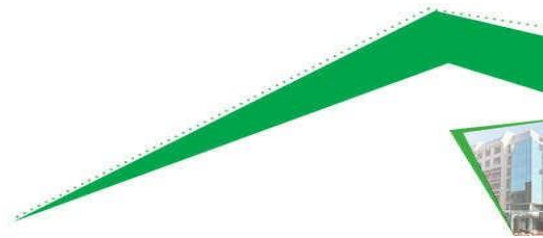
2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.

.....
.....



2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R100 000(all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R100 000(all applicable taxes included).

1.21.2

- a) The value of this bid is estimated to not exceed R100 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.

1.3 The maximum points for this bid are allocated as follows:

	POINT S
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at anytime subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

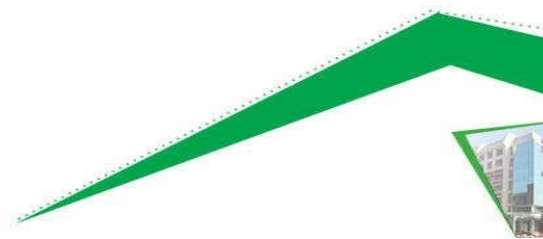
$$Ps = 80 \times \frac{Pt - P_{min}}{P_{min} - P_{max}} \quad \text{or} \quad Ps = 90 \times \frac{Pt - P_{min}}{P_{min} - P_{max}}$$

Where P_{min} is the price of the lowest acceptable bid

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid



4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points(90/10 system)	Number of points(80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted? **(Tick applicable box)**

- 7.1.1 If yes, indicate:

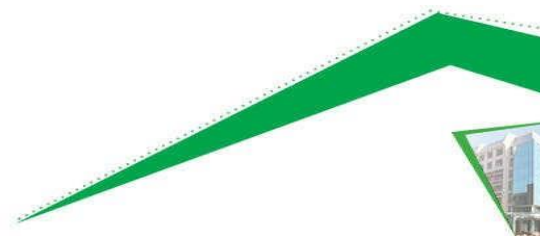
YES		NO	
-----	--	----	--

(1)What percentage of the contract will be subcontracted %.....

- i) The name of the sub-contractor.....
iii) The B-BBEE status level of the sub-contractor.....
iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--



Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

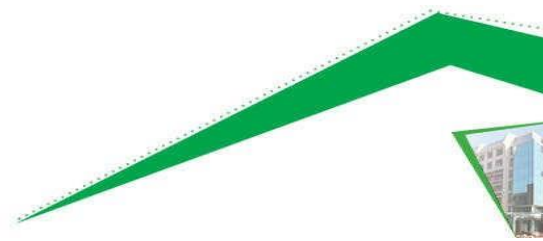
[TICK APPLICABLE BOX]

8.5 D ESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider



☐ Other service providers, e.g.,
transporter, etc. [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

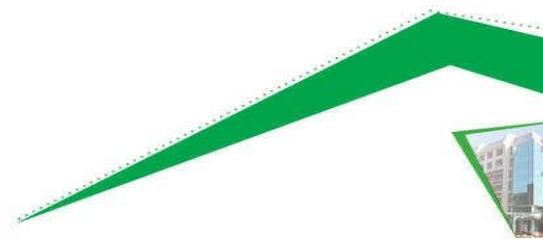
- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

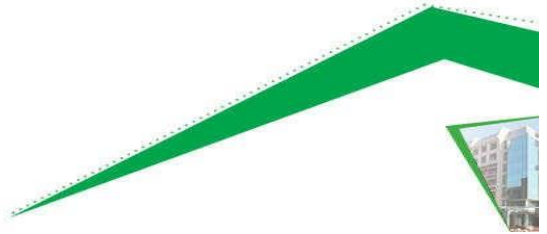
.....
.....



DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the Audi alteram partem rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		



SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND
CORRECT.**

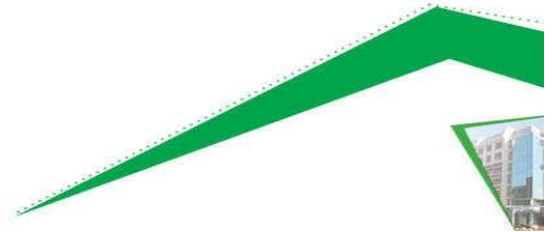
**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN
AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

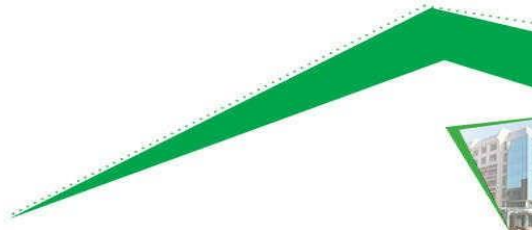


CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. Disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

In response to the invitation for the bid made by:

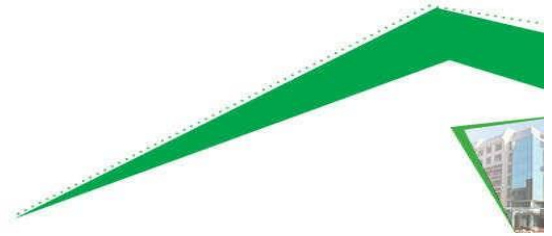
(Name of Institution)

Do hereby make the following statements that I certify to be true and complete in

every respect: I certify, on behalf of _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed



as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (a) methods, factors or formulas used to calculate prices;
 - (b) the intention or decision to submit or not to submit, a bid;
 - (c) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (d) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

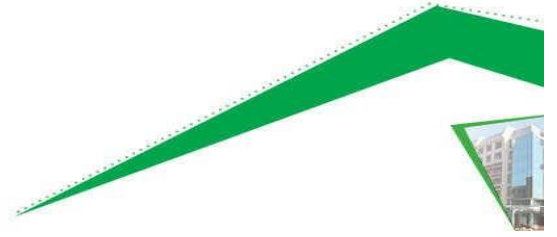
Position

.....

Date

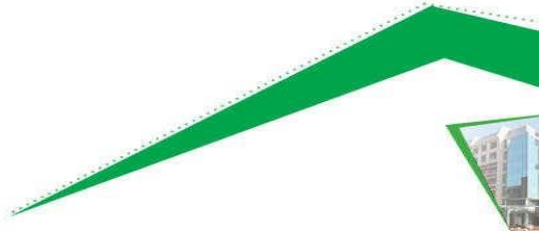
.....

Name of Bidder



***VALID ORIGINAL OR CERTIFIED COPY OF B-BBEE
CERTIFICATE***

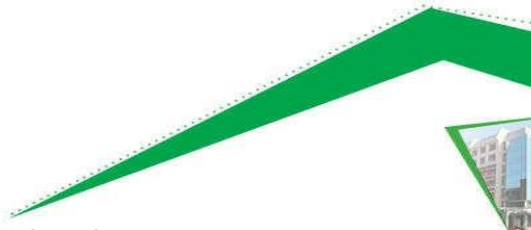
(IF APPLICABLE, ATTACH HERE)



SWORN AFFIDAVIT

(IF APPLICABLE, CHOOSE THE CORRECT FORM AND COMPLETE)

NB: CHOOSE ONE i.e. EME or QSE!!!!)



SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE (EME) – CONTRACTORS

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior

3. I hereby declare under Oath that:

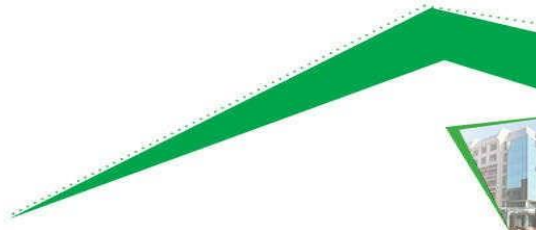
☐ The Enterprise is _____% **Black Owned** as per Amended Code Series CSC000 of the

Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

☐ The Enterprise is _____% **Black Woman Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

☐ The Enterprise is _____% **Black Designated Group Owned** as per Amended

Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013, Based on the Financial



Statements/Management Accounts and other information available on the latest financial year-end of **Date..... Month.....Year.....**the annual Total Revenue was equal to/or less than R10,000,000.00 (ten Million Rands or less),

- ☐ Please confirm on the table below the B-BBEE level contributor, by **ticking the applicable box.**

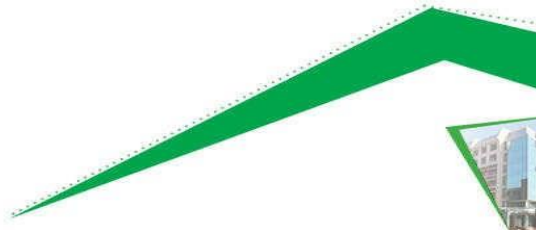
100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned but less than 100% black owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned but less than 51% black owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

NB: KEY NOTES FOR EMES (extract from Gazette No. 41287)

- 3.6.2.4.1 An Exempted Micro Enterprise (EME) with a total annual revenue of less than R1.8million in the case of BEPs and less than R3 million in the case of Contractors are :
 - o A) Not subject to the discounting principle and therefore do not have to comply with the QSE Skills Development element, and
 - o B) Not required to have an authorized B-BBEE verification certificate and may present an affidavit or a certificate issued by the Companies and Intellectual Property Commission (CIPC), in respect of their ownership and annual turnover.
 - Contractors and/Built Environment Professionals are encouraged to familiarize themselves with the Construction Sector Codes (CSC000) as issued through Government Gazette No. 41287, Board No. NOTICE 931 OF 2017. Details are available on: www.thedti.gov.za/economic_empowerment/bee_sector_charters.jsp
 - An electronic copy can also be requested through DPW offices (Supply Chain Offices)
4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____ Date: _____

Commissioner of Oaths
Signature & stamp



SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE (QSE) – CONTRACTORS

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior

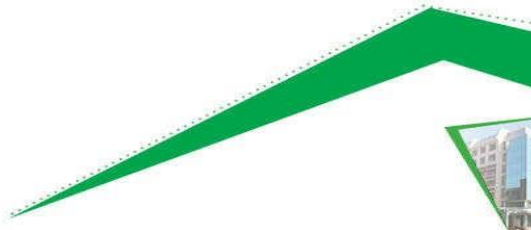
3. I hereby declare under Oath that:

☐ The Enterprise is _____ % **Black Owned** as per Amended Code Series CSC000 of the

Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

☐ The Enterprise is _____ % **Black Woman Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

☐ The Enterprise is _____ % **Black Designated Group Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as



Amended by Act No 46 of 2013,

- ☐ Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of **Date..... Month..... Year.....** the annual Total Revenue was between 10 million (ten MillionRands) and less than R50,000,000.00 (fifty Million Rands).
- ☐ Please confirm on the table below the B-BBEE level contributor, **by tickingthe applicable box.**

100% Black Owned	Level One (135% B-BBEE procurementrecognition level)	
At least 51% Black Owned butless than 100% black owned	Level Two (125% B-BBEE procurement recognition level)	

NB: KEY NOTES FOR QSE (extract from Gazette No. 41287)

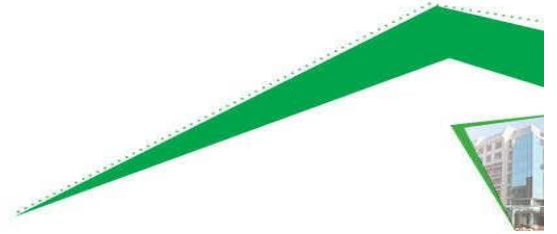
- 5.6.3 A QSE that is at least 51% Black Owned or 100% Black Owned that does not comply withparagraph 3.6.2.3 above, will be discounted by one level from that level awarded in paragraphs 5.3.1 and 5.3.2 respectively.
- 5.3.4 Despite paragraphs 5.2, 5.3.1 and 5.3.2, an at least 51% Black Owned QSE's B-BBEE Status Level and corresponding B-BBEE Recognition Level will be enhanced by one level if it achieves full points (excluding the bonus points) for the Skills Development element of the QSEScorecard (paragraphs 1.1, 1.2 and 1.3 of Statement CSC603) or the Preferential Procurementand Supplier Development element of the QSE Scorecard (paragraphs 1.1, 1.2, 1.3 and 2.1 of CSC604).
- 5.3.5 For the avoidance of doubt, a Measured Entity that is measured in terms of the full QSEscorecard is not eligible for enhancement in terms of paragraph 5.3.4 above.
- Contractors and/Built Environment Professionals are encouraged to familiarize themselves withthe Construction Sector Codes (CSC000) as issued through Government Gazette No. 41287, Board No. NOTICE 931 OF 2017.
Details are available on: www.thedti.gov.za/economic_empowerment/bee_sector_charters.jsp
- An electronic copy can also be requested through DPW offices (Supply Chain Offices)

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscienceand on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from thedate signed by commissioner.

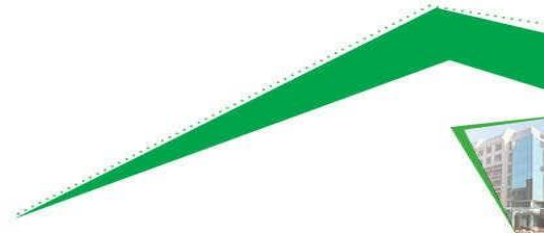
Deponent Signature: _____ Date: _____

Commissioner of Oaths
Signature & stamp

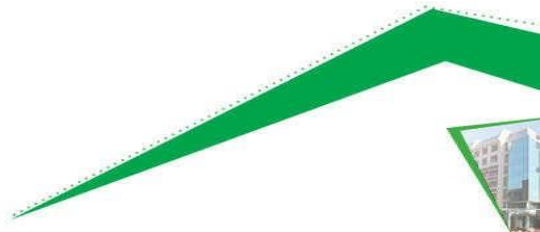


***PROOF OF REGISTRATION ON THE NATIONAL
TREASURY CENTRAL SUPPLIER DATABASE (CSD
REPORT)***

(ATTACH HERE)



VALID CIDB CERTIFICATE OF A TENDERER
(ATTACH HERE)



Annexure C
(Normative)

FORM OF OFFER AND ACCEPTANCE

Project title	TENDER DOCUMENT FOR THE COMPREHENSIVE MAINTENANCE OF PASSENGER LIFT FOR A PERIOD OF TWELVE (12) MONTHS IN THE BOTHA SIGCUA BUILDING PARKADE.
ORT number	“ORT5-21/22-0078 ORR

OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

.....
.....The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED
TAX IS**

.....R

and (in words)

R (in figures) (or
other suitable wording)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature

.....
Name

.....
Capacity

.....
**for the
Tenderer**

.....
(Name and address of organization)

Name and signature

of witness Date

ACCEPTANCE



By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and contract data, (which includes this agreement)
Part C2 Pricing data
Part C3 Scope of work.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within 3 weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.¹

Signature

.....
Name

.....
Capacity

.....
**for the
Employer**

.....
(Name and address of organization)

Name and signature

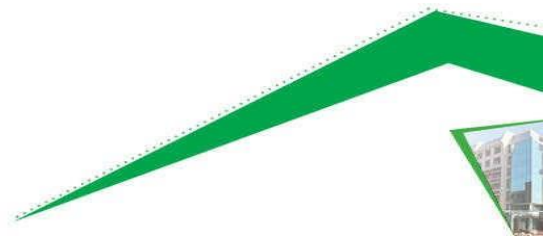
of witness Date

Schedule of Deviations

1 Subject

Details

2 Subject



Details

3 Subject

Details

4 Subject

Details

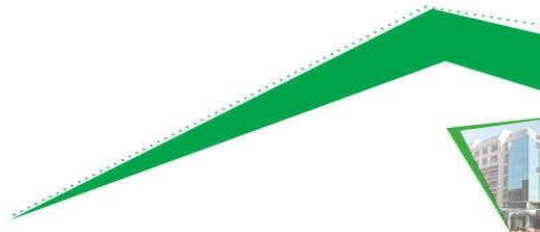
By the duly authorized representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender/ quotation documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

¹ As an alternative, the following wording may be used:

Notwithstanding anything contained herein, this agreement comes into effect two working days after the submission by the employer of one fully completed original copy of this document including the schedule of deviations (if any), to a courier-to-counter delivery / counter-to-counter delivery / door-to-counter delivery /door-to-door delivery /courier service (delete that

Which is not applicable), provided that the employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now contractor) within seven working days of the date of such submission notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.



B

RECORD OF ADDENDA TO BID DOCUMENTS

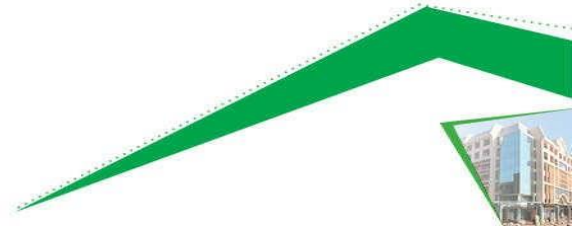
Attach additional pages if more space is required.

PROJECT TITLE	TENDER DOCUMENT FOR THE COMPREHENSIVE MAINTENANCE OF PASSENGER LIFT FOR A PERIOD OF TWELVE (12) MONTHS IN THE BOTHA SIGCUA BUILDING PARKADE.		
ORT NUMBER	"ORT5-21/22-0078 ORR		
I / We confirm that the following communications received from the Department of Public Works & Infrastructure before the submission of this tender offer, amending the tender documents, have been taken into account in this bid offer: (Attach additional pages if more space is required)			
Item	Date	Title or Details	No. of Pages
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signed _____ Date _____

Name _____ Position _____

Tenderer _____



ANNEXURE C

RESOLUTION FOR SIGNATORY

A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

“By resolution of the board of directors passed at a meeting held on ____

Mr./Ms. _____, whose signature appears below, has been duly authorized to

sign all documents in connection with the tender for Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

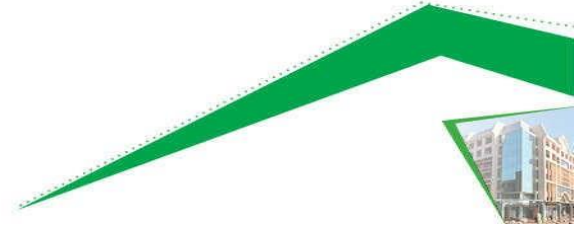
WITNESSES:

DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	

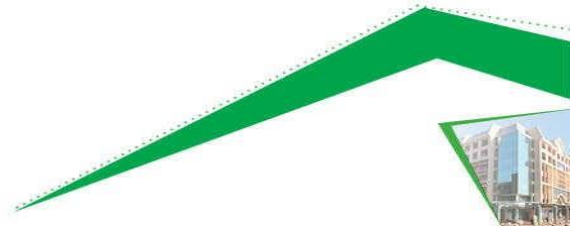
If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):



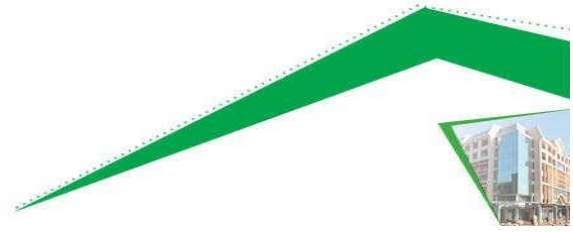
Province of the
EASTERN CAPE
PUBLIC WORKS & INFRASTRUCTURE



VOLUME 2

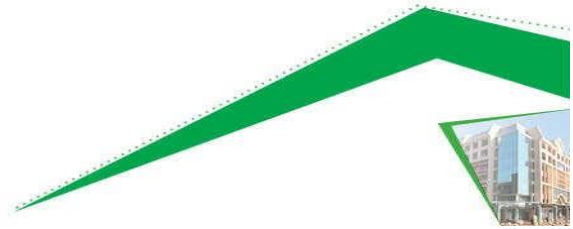


BILLS OF QUANTITIES



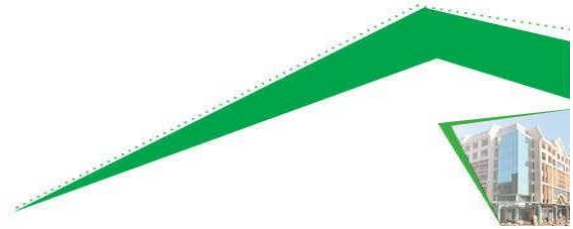
C2.1 Pricing Instructions

No escalation will be considered in this contract



C2.2 Pricing Schedule

ITEM	DESCRIPTION	Unit	QTY	RATE	Total
1	Preventive maintenance on Installed passenger lifts				
1.1	LIFT A- ELE260	Per Month	12		
2	Ad hoc Services				
2.1	Ad-hoc call-outs Mon-Friday Rates				
2.1.1	Artisan	Per Hour	20		
2.1.2	Call-out Fee	Each	10		
2.2	Ad-hoc call-outs Weekend and Holiday Rates				
2.2.1	Artisan	Per Hour	10		
2.2.2	Call-out Fee	Each	10		
3	A fixed percentage mark-up on the cost price of parts to be replaced, must be indicated for the duration of the Maintenance contract	%	1		Rate only
4	Prepare and submit a detailed risk assessment associated with ownership, use, operating and maintenance of the passenger lift	Each	1		
5	Provide public liability insurance as specified for the full period of the contract for the lift and associated maintenance work	Each	1		
6	Provisional sum for parts required	Sum	1	20 000.00	20 000
				Sub Total	
				15% VAT	
		TOTAL OFFER			



Part C3: Scope of work C3 - Scope of work

1. Background information

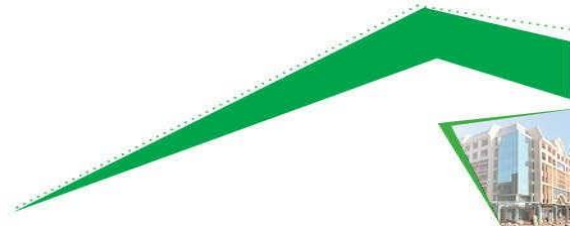
Botha Sigcua Building situated in Mthatha is installed with 1 passenger lift. The Lift has 5 stops. The lift needs to be serviced regularly in order to ensure that it is safe and that it operate at its maximum capacity. The EASTERN CAPE DEPARTMENT OF PUBLIC WORKS (ECDPW) therefore seeks to appoint a capable service provider to provide a comprehensive maintenance service for all the lift installed within the building.

2. Maintenance Objectives Without in any way limiting service provider's obligations, the service provider shall at all times ensure:

- the safety and comfort of passengers using the equipment;
- the accuracy and reliability of the equipment performance;
- that preventative maintenance is carried out at all times,
- That the equipment and associated spaces are kept clean and presentable at all times and that the maintenance is carried out in a programmed sequence (Annual Preventative Maintenance Plan) so as to protect ECDPW's investment.

3. Scope of work/ Terms of Reference

1. The ECDPW requires the service provider to perform a comprehensive maintenance service to the lifts installed at Botha Sigcua buildings, with due regard for lift equipment on the various installations. The service provider will be required to:
 - Systematically examine the equipment in accordance with the lift regulations/ standards and the Manufacturer's requirement at monthly intervals;
 - Ensure that maintenance work of a technical nature shall be performed by "Competent" persons as defined by the Occupational Health and Safety Act who are qualified Lift Mechanic/s experienced and skilled in maintaining equipment similar to which are subject matter of this request and who are employed and supervised by the service provider. ECDPW reserves the right to request and be granted copies of certificates of qualification/ competence for the Lift Mechanic/s or Senior Technical personnel;
 - Not to permit the Maintenance Agreement to be assigned, transferred or modified without written approval of ECDPW;
 - To perform the maintenance and repair work required in terms of the Maintenance Agreement during regular working hours being Monday to Friday during the hours of 08:00 to 16:30, statutory holidays excluded, except in the case of call-backs. Competent and qualified technicians shall perform all work of a technical nature.
 - To provide call out service twenty-four (24) hours a day, seven (7) days per week. The call-out service shall be carried out at no additional expense to ECDPW unless caused by misuse or abuse of the equipment. Technicians shall be equipped with adequate communication equipment to ensure a minimum delay in the response to emergency call- backs;
 - To supply, repair and replace all parts of every description made necessary by normal wear and tear to ECDPW when such replacement or repair is deemed necessary by the service provider in accordance with the Maintenance Agreement and the manufacturer's requirements. Only parts that are correctly designed, manufactured and suitable



in all respects, shall be used. The service provider will provide a quotation inclusive of mark-up percentage for the department to approve;

- To replace all parts timeously, thereby limiting the incidence of break-downs, unplanned maintenance or repair and consequently maintain maximum equipment operation;
- To ensure that within a one (1) month period after being appointed for the maintenance work, all wiring diagrams and other drawings of a technical nature related to the equipment are available for the sole use of the service provider, ECDPW or its technical personnel. The wiring diagrams enclosed in plastic protection sleeves shall be located and retained in suitably sized and constructed steel cabinets/enclosures situated within the motor room/machine compartment;
- To provide within a one (1) month period after being appointed for the maintenance work, a maintenance site register/record book located in the machine room and maintain accurate records of all service procedures, site visits, stoppages, break downs, planned repairs and safety related equipment operation tests and checks. This register shall become the property of ECDPW and shall be kept in the motor room for a minimum period of ten (10) years as required by the Act;
- To commence immediately on appointment for the maintenance work, to record all details as requested by a customer communication logbook (if so required and situated at a mutually agreed location) for effective two-way communication between the ECDPW Building Management staff and SP personnel. This logbook shall accurately record each and every site visit and attention to complaints raised by either party, especially during the first year of this contract;
- To provide, on request by ECDPW or it's duly appointed Agents, reports detailing a history of the equipment call-backs, repairs and break-down repairs to each and every lift;
- To inform ECDPW verbally and in writing and act immediately on any potentially hazardous or undesirable situation which may cause harm to persons or which may damage or reduce the life expectancy of the equipment situated within the shaft, machine room, pit and sheave room, or in the immediate vicinity of the equipment, even if the hazardous or undesirable situation does not form part of the service providers responsibility;
- To inform ECDPW in writing at least forty-eight (48) hours prior to carrying out any planned major repair or modification to the existing equipment deemed necessary by the service provider, such as a rope-change, even if this modification may benefit the equipment or if the cost of this modification is for the service providers account;
- To carry out within a thirty (30) day period of being awarded this maintenance contract, inspections and issue the necessary Comprehensive Reports. The service provider shall in addition to displaying this Comprehensive Report in a suitable protective holder on site, forwarding to ECDPW or it's duly appointed Agent a copy of the Certificate.

3.2 Performance Levels

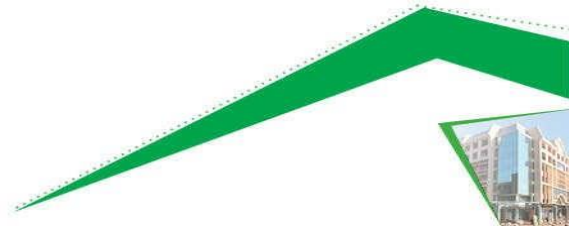
3.2.1 Call-out Rate

The service provider shall ensure that the frequency of equipment breakdowns does not result in the target number of twelve (12) call-outs per unit per annum being exceeded. The twelve (12) month period used to assess the call-out rate shall be the period from the date or anniversary date of the commencement of the Maintenance Agreement to end of the month preceding the following anniversary date or per calendar year as agreed to in advance.

3.2.2 Down-time

The Maintenance Plan shall be structured and implemented so as to ensure that during any planned down-time only one lift should be inoperative. The maximum down-time should not exceed six (6) hours per lift unit per month.

Note: Down-time is the period the equipment is not in operation due to structured service, equipment break-downs and



unplanned repairs.

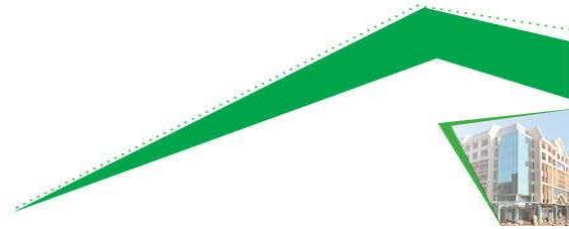
3.2.3 Call-out Response Times

The service provider shall ensure at any time of the day or night, seven (7) days a week, inclusive of all statutory holidays, throughout the maintenance period, that Technicians are available to respond to call-outs with regards to emergencies or break-downs of the equipment. The response times to call-outs shall be within the time period as set below and shall be the time the call is received by the service provider to the time the Technician arrives on site.

Maximum target – Call-back response time	Normal working ours	Outside normal working hours
Passenger entrapments (occupied stop)	30 minutes	45 minutes
Lift out of service (unoccupied stop)	60 minutes	90 minutes

4. Maintenance work shall include but is not limited to the following:

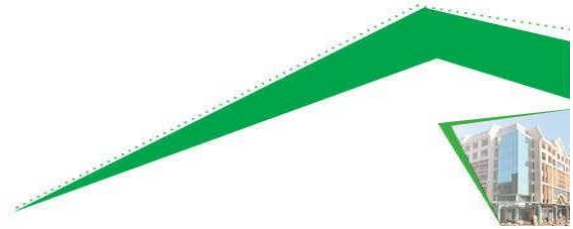
- Examining, cleaning and equalizing tensions of all main, selector, governor and compensation ropes. Renewing of all ropes, when the rope-wear or condition exceeds the manufacturer's specification and/or the OHS Act requirements with regards to the maintenance and discarding of wire ropes. The ropes shall at all times produce an acceptable lift operation and shall ensure an adequate safety factor.
- Repairing and/or replacing all electrical wiring and conductors extending to all parts of the equipment from the load side of the Main Breaker switch, distribution panels or other points of supply in the machine room.
- Keeping the guide rails clean and properly aligned to ensure smooth and quiet operation.
- All oil reservoirs/pots shall be kept properly sealed to prevent leakage and dust ingress.
- The pits shall be thoroughly cleaned at maximum three (3) monthly intervals. Keeping the motor room floor, exterior of the machinery and any other parts of the equipment, properly painted and presentable at all times.
- To thoroughly test monthly, car and landing door locks mechanical and electrical, car door leading edge safety devices, emergency alarm bells, intercom, car door open buttons, and escalator handrail brush contacts and emergency stop switches.
- To visually inspect monthly, lift floor levels and pits, reporting on and attending to non- compliances.
- To thoroughly test at maximum six (6) monthly intervals, buffer electrical safety contacts, safety gear electrical contacts, governor electrical contacts, emergency stop switches, and all electrical safety contacts.
- To thoroughly inspect and report at maximum six (6) monthly intervals, the main hoisting ropes, including selector, governor and compensating ropes, as required by the Act.
- To thoroughly test and log at maximum twelve (12) monthly intervals, the car and counterweight safety gear, over-speed governors, ultimate limits, main brakes and buffers.
- To thoroughly test by actuating the lift break-glass unit or fire signal at maximum twelve (12) monthly intervals, the lift emergency fire control operation (if fitted). The results and date of the test shall be recorded in the site maintenance register. ECDPW or its duly appointed Technical Personnel shall be informed at least thirty (30) days prior to the test covered under this Section.



- To thoroughly test (if and where applicable) by simulation at maximum twelve (12) monthly intervals, the lift emergency stand-by power control operation (if applicable). The results and date of the test shall be recorded in the site maintenance register. ECDPW or its duly appointed Technical Personnel shall be informed at least thirty (30) days prior to the test covered under this Section.
- The following components shall be included as part of the Preventative Maintenance at no additional cost to ECDPW:
 - Replacing of Lift car light lamps or fluorescent tubes, and all signal lamps;
 - Lift shaft lighting (if applicable) - lamps or fluorescent tubes;
 - Lift motor room lamps or fluorescent tubes; and
 - The testing of the lift intercom system (where applicable) and initiating quotes for repairs when needed, provided that this intercom equipment was not originally installed by the Lift Manufacturer or Maintenance Contractor(s).
- The following parts must be covered under the Preventative Maintenance Service:
 - **Basic components:** Elevator machines, motor generators, or solid state motor drive components; controller components; machine brakes and parts thereof, including: hoisting motors; selector motors; worms and gears; bearings; rotating elements; brake magnet coils; brushes and commutators; brake shoes, linings and pins; windings and coils; contacts and relays; resistors and transformers; solid state devices; accessory equipment such as car and corridor operating stations; hangers and tracks; door operating devices; door gibs; guide rails (lubricate only as needed); guide shoe gibes or rollers; control cables; signal lamps (where appropriate based upon union jurisdiction and during scheduled examinations); sheaves and sheave assemblies; interlocks, door closers, buffers, over speed governors, car and counterweight safeties, limit, landing and slowdown switches, door protective devices, elevator alarm bells Traction hydraulic elevator components.
 - **Major Components:** Exposed hydraulic line in the Machine Room & hoist way, motor, PC boards, pump unit, solid state devices, contactors, and valve, machines, machine and sheave bearings, gearboxes, controllers, generators, Motors, sheaves, compensating, chains, contactors ropes, and trailing cables
- Examine, lubricate, adjust and repair/replace covered components
 - Service providers must examine, lubricate, adjust and repair/replace covered components periodically in line with manufacturer's recommendations.
 - A fixed percentage mark-up on the cost price of parts to be replaced, must be indicated.
 - All lubricants, cleaning material, cotton rags and all other tools and equipment necessary to perform the maintenance must be included in the maintenance price.
 - Furthermore, the machine room, car top and pit must be periodically be cleaned of debris.
 - The service provider must warrant that only parts manufactured in accordance with the manufacturers specifications are used in the maintenance and repair of the lift installation.
 - Any exclusion from the maintenance program must be specifically indicated

5. Service Conditions

The successful bidder will be required to enter into a Maintenance Agreement with the ECDPW which Agreement will



cover, but not limited to, the following terms and conditions:

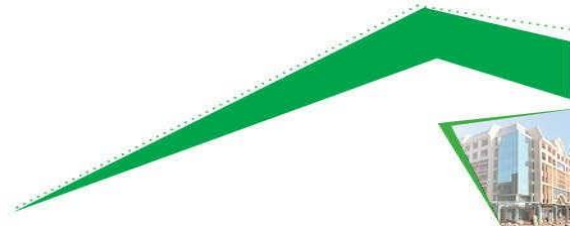
5.1 Exclusions from Service Provider Obligations

- The costs of call outs and repairs necessitated by reason of negligence other than the negligence of the service provider, their Employees or Agents and their misuse of the equipment, and excepting all normal fair wear and tear, shall be borne by ECDPW. A breakdown of the charge, with specific reference to the amounts allowed for both Labour and material, shall be clearly indicated on the service providers quotation to ECDPW, as also the percentage mark-up
- Replacement components which are deemed not serviceable at the time the Maintenance Agreement is initiated or renewed shall be specified. All parts which have not been excluded under this Section shall be covered in terms of the Maintenance Agreement for the duration of the contract. The notification of excluded equipment can take the form of a list of all obsolete equipment or a specific list of excluded equipment pertaining to the previous service provider not having replaced this equipment within the former contract.
- The following items of the equipment are not included or covered under this Agreement unless their repair, replacement or adjustment can be attributed to the service providers omissions and/or negligence:
 - The painting of the motor room wall and ceiling;
 - Motor room, car, shaft and pit light fittings, doors, windows, and motor room mechanical ventilation;
 - Car enclosures, hoist way enclosures;
 - Car and landing door panels, surrounds, frames, architraves and sills, unless attention may further be required as a result of incorrect running clearances;
 - Decorative finishes, wall panels, suspended ceilings, light diffusers, handrails, mirrors, glass sides, glass doors, carpets or floor coverings;
 - Telephone, closed circuit television systems, power generating plants, security equipment.
- At an additional cost to ECDPW the service provider shall be requested to install any additional equipment or accessories to the equipment which is recommended or required by the government, provincial, municipal or any other authority under new legislation. Should any form of Labour and/or material be required on any of these excluded components, these costs will be brought to the attention of ECDPW via a detailed written quotation who will then provide a separate order to cover these costs.

5.2 Obligations of ECDPW

ECDPW agrees and undertakes:

- To issue the necessary operating instructions and procedures to the Tenant/s so as to ensure that at all times the lift equipment will be used in a reasonable manner.
- To advise the service provider immediately when the equipment malfunctions or becomes inoperative.
- Not to authorise or allow any person/s other than the service provider or their duly authorised employees to carry out any maintenance work on the equipment during the currency of the Agreement, unless prior written consent from the service provider has been obtained. Should any work be carried out by any other company or person, prior to or during the term of the Agreement, the service provider shall not be liable for any act, occurrence or omission on the part of such company or person/s or equipment supplied.
- To immediately notify the service provider of any incident, injury or harm to any person or property resulting from the usage of the equipment and to make available all relevant information pertaining to equipment incidents.
- To ensure that the service providers workmen shall at all reasonable times have free and undisturbed access to the equipment for the effective execution of normal maintenance procedures as well as emergency after-hours callout services in accordance with the Maintenance Agreement.



- To ensure that the building with regards to the lift equipment complies with the applicable Regulations and local by-laws.

5.3 Equipment Modernisation

- Should any lift equipment be modernised in future after commencement of the Maintenance Agreement, ECDPW reserves the right to request tenders from and appoint any contractor of its choice for the specified modernisation or upgrade works, provided that the contracted service provider is given the opportunity to tender for the modernisation on an equal basis.
- Should the modernisation be awarded to a third party (not the service provider), the service provider shall be given ninety (90) days' notice of the modernisation hand over and commencement date, and shall thereafter assume no responsibility of any nature for the safety of any person/s or goods affected by the lift so handed over to the third party.
- On completion of the equipment modernisation by the third party and prior to the service provider continuing with the maintenance of the modernised equipment, the service provider shall carry out a detailed inspection of the said equipment to verify that the modernisation works in no way affects the service providers ability to continue effectively maintaining the equipment under the Maintenance Agreement. Should the service provider be unable to continue with the Maintenance Contract for any reason what so ever, he shall give thirty (30) days' notice to ECDPW. In this case ECDPW will not need to compensate the service provider for any losses sustained due to the cancellation of the contract.

5.4 Inspections

5.4.1 ECDPW or its duly appointed Agents shall retain the right to, at any time, order a service and/or safety quality audit inspection and or risk assessment in order to:

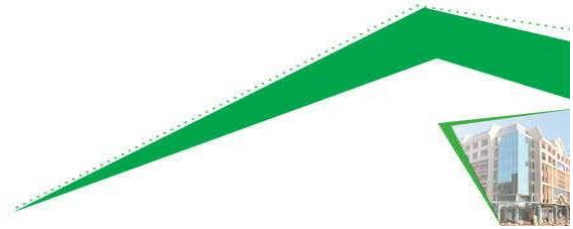
- Witness and/or verify the performance of any maintenance work by the service provider at any time, or to gauge the safety performance and statutory compliance of the equipment.
- The service provider shall not be liable for the costs of these inspections. However, should the inspections highlight any contractual or statutory nonconformance on the service providers part, he shall be liable for the corrective action costs of both labour and material to remedy the stated non- conformance.

5.4.2 The service provider shall carry out the following annual inspections/surveys:

- To enable the service provider to effectively monitor the equipment's maintenance, detailed annual audit inspections of the equipment shall be undertaken by the service provider's senior personnel (minimum supervisor or field engineer level) or the service provider's Quality Assurance Inspectors.
- The details of the annual inspections, date of inspection and the condition of the equipment shall be recorded on a checklist signed and certified by the service provider's representative and a copy forwarded to ECDPW's Agents in order to monitor and close the quality inspection loop.
- Should any defects or remedial work be required in terms of the Annual Inspection, the service provider shall expeditiously undertake the corrective action work within a thirty (30) day period and shall forward to ECDPW on completion a signed copy of the detailed items rectified.
- ECDPW or its duly appointed Agents shall have the right to re-inspect and/or validate the acceptable completion of this corrective action.

5.4.3 Independent Inspections:

- ECDPW shall at any time have the right to authorise independent SANS 1545 compliance inspections of an individual or the entire lift and escalator equipment installations using suitably qualified Registered Lift Inspectors. A copy of the results of such inspections shall be promptly communicated in writing to the service provider. Should



any defects or remedial work be required in term of the Maintenance Agreement, the service provider shall expeditiously undertake within a mutually agreed time period (usually 30 days) to carry out the corrective work. When the service provider's work has been completed satisfactorily, ECDPW or its duly appointed Agent(s) shall be notified in writing. In the opinion of ECDPW, a further follow-up inspection by ECDPW or its Agent(s) may be conducted.

- Should the follow-up inspection show that the work as agreed and undertaken by the service provider has not been carried out satisfactorily, ECDPW or their Agent will place the service provider in default and allow him a maximum fourteen (14) calendar days to rectify the situation. Should the service provider still be in default at the end of this period, ECDPW shall have the right to summarily cancel the Maintenance Agreement and/or take such action as ECDPW deems fit to rectify the situation to ECDPW's satisfaction.
- Notwithstanding ECDPW's rights in terms of the clause above, the service provider shall still be liable for the costs associated with the correction of the non-compliance which placed the service provider in default in the first place. He shall refund to ECDPW these costs, failing which ECDPW retains the right to subtract these costs from any fees due to the service provider.
- The Independent Inspections shall in no way limit the service provider's responsibility with respect to any obligation or liabilities in terms of The Maintenance Agreement or the Act.

6. Project Timelines

The appointed service provider(s) will be required to start immediately after signing the contract and provide the services for a period of two (2) years, subject to annual review of service provider's performance. A fixed percentage mark-up on the cost price of parts to be replaced, must be indicated.

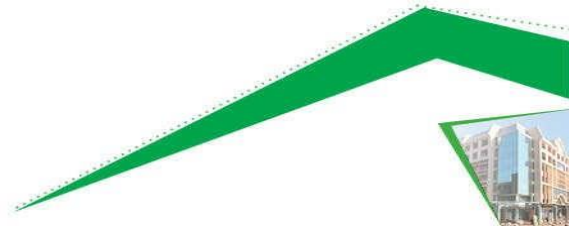
7. Technical Requirements

7.1 Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

7.1.1 Requirement before any work can commence (Documents to be submitted after appointment)

- 24 hours toll free emergency call centre in place (Attach signed affidavit and company profile confirming availability with phone number of call centre)
- In possession of Quality management system as per: SABS ISO 9001 quality management systems the marketing, sales, installation, modernization and maintenance of elevators, escalators, goods hoists and associated equipment, including the training and inspection thereof. (valid certificate OR proof of certification process in progress must be submitted)
- All the work shall be done by a SANAS accredited competent lift mechanic employed by or contracted to a competent lift service provider as described in the regulations. (valid SANAS certificate of designated lift mechanic to be submitted)



7.1.2 All Risk Insurance

The bidder must be in a position to take All Risk Insurance cover when appointed. Below are the minimum cover amounts that will be required:

THEFT & MALICIOUS DAMAGE	R 50 000.00
SURROUNDING PROPERTY LIMIT	R 500 000.00
CLAIMS PREPARATION COSTS	R 10 000.00
PUBLIC LIABILITY LIMIT	R 5 000 000.00

7.1.2 CIDB Registration

- The bidder must be registered with CIDB in a contractor grading designation equal to or higher than 1SI.
- The bidder must maintain and be registered with the CIDB for the duration of the contract.